

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics, Printing and Photography Policy on Use of Logos

FROM:

Chief, Support Division
Printing and Photography Group, OL

EXTENSION

NO.

OL 11051-89

DATE

7 November 1989

DOA/REG
LOGGED

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief,
Support Division

2.

3.

EXA/DDA 6E08 OHB

08 NOV 1989

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

This is a copy of the memorandum for [redacted] concerning the reproduction and design of logos.


1095-4-AR

~~ADMINISTRATIVE INTERNAL USE ONLY~~

OL 11051-89
3 November 1989


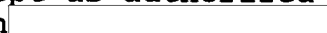
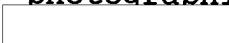
MEMORANDUM FOR: Director of Logistics

FROM:


Chief, Printing and Photography Group, OL

SUBJECT: Office of Logistics, Printing and
Photography Policy on Use of Logos

1. The Office of Logistics, Printing and Photography Group (OL/P&PG) is receiving a growing number of requests for the reproduction and design of a variety of multi-color logos, seals, emblems, customized notepads, and letterheads. Because of the increased workload and constricted resources in Printing and Photography Group it has become necessary to restrict the volume of these materials produced by P&PG.

2. The Agency Seal may be reproduced only in accordance with regulation  except as authorized by the Director of Personnel. Regulation  states that requests for the production of "stationery, publication covers, and the like, upon which the Agency seal is to be reproduced will be submitted to the Chief, Printing and Photography Group (P&PG), OL through the Executive Assistant to the Deputy Director for Administration." The regulation also states that "the Chief, Printing and Photography Group will monitor the use of the Agency seal...." However, it appears that controls for approvals for printing, photographic, and reproduction services contained in  are not comprehensive enough to sufficiently limit requests for the creation and printing of logos and emblems on notepads, publications and newsletters. Henceforth, only those requests representing Office level or equivalent and above will be approved for reproduction at P&PG. Logo designs will be limited to the use of no more than two colors (see attached examples). Any deviance from the above-mentioned guidelines must be approved by the Deputy Director for Administration.

Attachments:
as stated



~~ADMINISTRATIVE INTERNAL USE ONLY~~

ADMINISTRATIVE INTERNAL USE ONLY

SUBJECT: Office of Logistics, Printing and Photography
Policy on Use of Logos

STAT

OL/P&PG, (3 Nov 89)

Distribution:

Orig - Director of Logistics, DA (w/atts)

- 1 - OL/P&PG/Official
- 1 - OL/P&PG/Chrono
- 1 - OL/P&PG/PP&SS/Official
- 1 - OL/P&PG/PP&SS/Chrono

ADMINISTRATIVE INTERNAL USE ONLY



DCI Off-Site Managers Conference

100-09-80

10-10-89

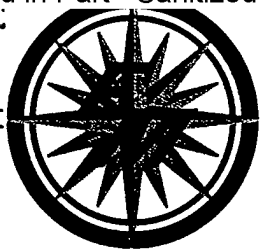
100 PADS 25 sheets

10-17-89



O M S News

SECRET



Office of Financial Management Notice

280-70-89

2000

7-20-89

Commitment to Financial Integrity

427-0004-90
10-12-89

2,000 CYS

CPAS Newsletter

STAT

510-234-89 R

3,000 EA.



Office of SIGINT Operations

Page Denied